

## **Training programs related to Information and Record Clerks, All Other**

### **Alaska Computer Business Solutions LLC**

Access 2007: Microsoft Certified Application Specialist  
Access Boot Camp  
Access Level 1  
Access Level 2  
Access Level 3  
Access Level 4  
Acrobat XI Level 1  
Acrobat XI Level 2  
Excel 2007: Microsoft Certified Application Specialist  
Excel Level 1  
Excel Level 2  
Excel Level 3  
Outlook 2007: Microsoft Certified Application Specialist  
Word 2007: Microsoft Certified Application Specialist  
Word Level 1  
Word Level 2  
Word Level 3

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### **Alaska Technical Center**

Clerk/Receptionist  
Workplace Basics

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### **Alaska's Institute of Technology (AVTEC)**

Business & Office Technology, Certificate  
Microsoft Office Specialist - Excel  
Microsoft Office Specialist - Word

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### **Amundsen Education Center**

Computer and Information Processor  
Computer Literacy  
General Office Clerk  
Microcomputer Workshops  
Office Education Short Course

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### **Charter College, Anchorage**

Computerized Office Specialist, Certificate

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### **Charter College, Wasilla**

Computerized Office Specialist, Certificate

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### **Galena Interior Learning Academy**

Computer Science

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### **Ilisagvik College**

IC3 - Internet and Computing Core Certification, Certificate

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**Literacy Council of Alaska**

Computer Literacy

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**North Star Computing**

Basic Computer & Office Skills  
Intermediate Computer & Office Skills

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**University of Alaska Anchorage**

Desktop Publ & Graph, OEC

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**University of Alaska Anchorage, Kenai**

Desktop Publ & Graph, OEC

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**University of Alaska Anchorage, Kodiak**

Desktop Publ & Graph, OEC

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**University of Alaska Anchorage, Mat-Su**

Desktop Publ & Graph, OEC

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**Vocational Training and Resource Center**

Advanced Microsoft Access  
Advanced Microsoft Excel  
Advanced Microsoft Outlook  
Advanced Microsoft Word  
Excel 2013 VBA  
Internet Search Techniques  
Introduction to Adobe Acrobat 9.0 Pro  
Introduction to Computers & Windows  
Introduction to Microsoft Access  
Introduction to Microsoft Excel  
Introduction to Microsoft Outlook 2010  
Introduction to Microsoft Word  
Introduction to OneNote 2013

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**WinCertification**

IC3 Computer Fundamentals Certification (IC3)  
Introduction to MS Access - Quick look  
Introduction to MS Excel  
Introduction to MS Windows  
Introduction to MS Word

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